

# Town of Richmond

## Town Center and Library Buildings Committee

Wednesday August 14, 2024 Meeting, 7-8:30 pm

Richmond Town Center Meeting 3rd Floor – 203 Bridge Street

### Meeting Minutes

Attending members: Adam Wood, Amy Wardwell, Mike Storrs, Cara LaBounty, Matt Cherouny

1. **Welcome and Public Comment**
2. **Additions or Deletions to Agenda**
3. **Approve Minutes-** Cara LaBounty provided sample format, committee agreed to use
4. **Discuss and Draft Capital Plan** – Library does not have formal plan to use as sample format. Amy Wardwell will go back to Connie to review numbers for future capital expenditures on the Library. By working on the short-term maintenance needs, committee will start to for Capital Plan.
5. **Review Short Term Maintenance Needs List-** Duncan Wardwell prepared excel file with needs, committee will review to determine items to Proceed with and items that we need to Wait (could tie into a larger project in other areas or don't have enough details). Cara LaBounty to add fields (categories, status) to the excel file and share with committee for next meeting discussion.
6. **Items for Presentation or Discussion with those present**
  - a. Minutes update- committee determined that basic minutes would be drafted for review based on agenda items
  - b. Past & future Building Maintenance- Cara LaBounty to meet with Josh Arneson to request the Selectboard move forward with list of maintenance work from 7.24.24 committee meeting. Josh was out on vacation, Cara will meet with him week of 8.26.24.
7. **Update on previous agenda items & mission statements**
  - a. Energy Audit- Jeff Forward is having a free audit completed as part of a grant program
  - b. Committee is still looking for answers to questions around the plan presented for bond approval
    - Confirm Base Flood Elevation
    - Flood Mitigation Section 6.8 Richmond Zoning Regulations– What was designed and what is needed based on Richmond regulations (do regulations need to be updated)?
    - Post Office – trench, cracks?
  - ii. Committee still working through:
    - If previous plan and design should be used
    - If the project could be phased based construction and funding
8. **Agenda Items for next meeting determined-** Amy Wardwell will provide to Duncan Wardwell to post.

### Adjourn

Full meeting can be watched through MMCTV.

Meeting details: Meeting may also be joined online or by phone, Join Zoom Meeting

<https://us02web.zoom.us/j/82468494721?pwd=YldTT3UvWHdNK0t6ZEJYTDNkSW9PUT09>

Meeting ID: 824 6849 4721      Passcode: 508784

Find your local number: <https://us02web.zoom.us/u/kelb2sllab>